



NATIONAL ASSOCIATION FOR STATE COMMUNITY SERVICES PROGRAMS

# **CSBG Annual Report Training Virginia**

**January 13, 2020**

# Presenters

**Katy  
Kujawski**

**Muska  
Kamran**



## ABOUT NASCSP | WHO WE ARE

- NASCSP is a member association for the state administrators of CSBG and Weatherization.
- Our mission is to advocate for and enhance the leadership role of states in preventing and reducing poverty.





## Agenda

- ❖ **Discuss the purpose of collecting and reporting data**
- ❖ **How to review your data**
- ❖ **Next Steps**



# The National Community Action Network Theory of Change

## Community Action Goals

**Goal 1:** Individuals and families with low incomes are stable and achieve economic security.

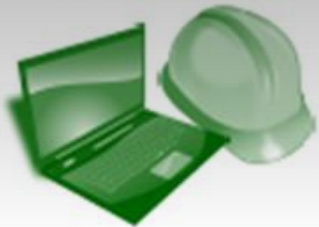
**Goal 2:** Communities where people with low incomes live are healthy and offer economic opportunity.

**Goal 3:** People with low incomes are engaged and active in building opportunities in communities.

## Laying the Foundation

### Services and Strategies

Employment



Education & Cognitive Development



Income, Infrastructure & Asset Building



Housing



Health/Social Behavioral Development



Civic Engagement & Community Involvement



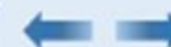
### Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Advocate for systemic change

### Performance Management

How well does the network operate?

What difference does the network make?



• Local Organizational Standards

• Individual and Family National

# Performance Management Framework

## Appendix 3

### FEDERAL ACCOUNTABILITY MEASURES

These measures are tied to the critical roles and responsibilities of the Office of Community Services (OCS), as required by the CSBG Act, and are an indication of *how efficiently* and *effectively* the State implemented the elements of the State plan, and *what impact* the State's efforts had on the performance of local eligible entities. The "performance period" for each of the measures is generally the Federal Fiscal Year (FFY).

#### State Plan Review and Acceptance During the performance period...

- 1Fa. OCS
  - i. reviewed and provided a response<sup>2</sup> for "x" days of receipt of the submitted State plan;
  - ii. accepted "x" percent of State plans with submitted State plan<sup>3</sup>; and
  - iii. responded to "x" percent of State inquiries within "x" days.<sup>4</sup>
- 1Fb. Using data from a nationally administered survey, OCS made organizational adjustments regarding its grant management services.

#### Distribution of Funds During the performance period...

- 2Fa. "x" percent<sup>6</sup> of States with accepted State plans received funding from the Department of Health and Human Services (HHS) Office of Management and Budget (OMB) within 30 calendar days after the end of the performance period.

#### Grant Monitoring and Corrective Action During the performance period...

- 3Fa. OCS
  - i. sent "x" percent<sup>7</sup> of draft State action plans to eligible entities within 30 calendar days of the State assessment.

<sup>1</sup> For the purposes of these measures, the term "State plan" includes the State plan, the State plan addendum, and the State plan amendment.

<sup>2</sup> Examples of responses include requests for more information, requests for clarification, and requests for additional documentation.

<sup>3</sup> The submitted State plan receipt date for measure 1Fa(i), and does not change even if OCS asks for more information or documentation.

<sup>4</sup> OCS will establish a baseline percentage of responses received within 60 calendar days. In subsequent years, OCS will track the number of responses received within 60 calendar days.

<sup>5</sup> OCS will use the American Customer Satisfaction Index (ACSI) to measure customer satisfaction on the results.

<sup>6</sup> OCS will use this measure is 100%. If the goal for this measure is 100%, then the goal for subsequent years will be 100%.

## Appendix 2

### STATE ACCOUNTABILITY MEASURES

These measures are tied to the critical activities required by the CSBG Act and laid out in the State plan. They are an indication of *how efficiently* and *effectively* the State implemented the elements of the State plan, and *what impact* the State's efforts had on the performance of local eligible entities. The "performance period" for each of the measures is generally the Federal Fiscal Year (FFY).

Grant (CSBG) State Plan  
Strategies<sup>1</sup> for State administration of CSBG; and  
in developing the State plan to involve the

survey<sup>2</sup> of eligible entities, and feedback from  
its plan (in the next State plan submission), as  
detailed in the State plan;  
in developing the State plan; and  
of the eligible entities.

entities within 30 calendar days after the  
end of the performance period.<sup>4</sup>

Strategies are activities that support specific  
State Plan. For example, a goal might be that all  
the strategies supporting this goal might  
include purchases and/or data system training and  
technical assistance. In the State Plan, these strategies would be  
described and Technical Assistance, respectively.  
opportunities for CSBG  
collaborating with State workforce partners to  
develop the State Plan (as described in Section  
opportunities as part of a communication  
to be to support eligible entities in meeting  
could be targeted training and technical

(SI), OMB-approved methodology.  
7Sb are measures of eligible entity  
the State plan.  
small, irregular allotments, such as those

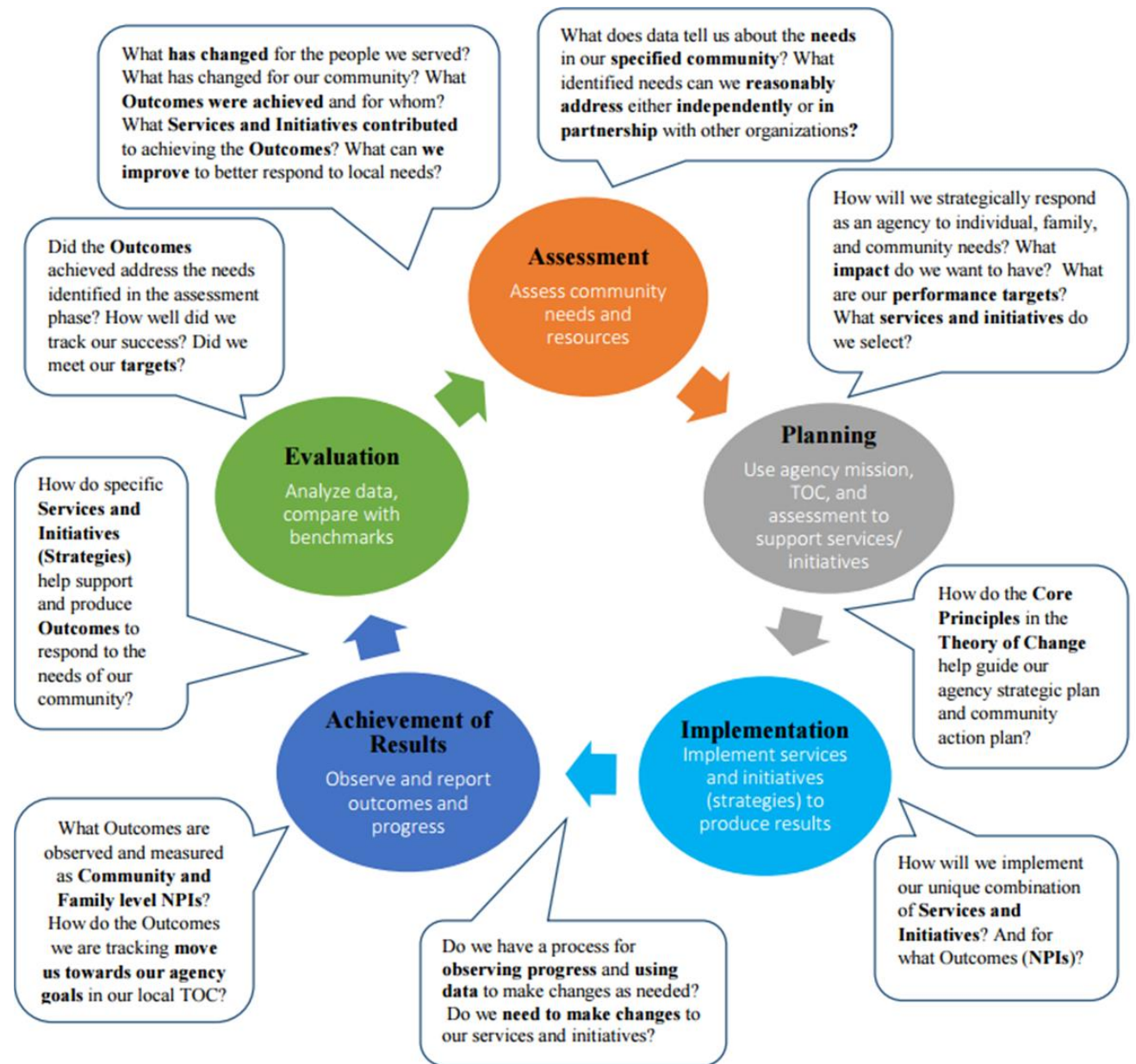


## CENTER OF EXCELLENCE DEVELOPED CSBG ORGANIZATIONAL STANDARDS



# Building on the ROMA Foundation

## ROMA NEXT GENERATION OVERVIEW



# Changing The Way We Think About Collecting Data



It is important to change the mindset  
*from*

“we collect data for reporting purposes”

*to*

“we collect data to help manage and  
support the agency’s programs and  
services and determine if we make a  
difference in our client’s lives and in their  
communities.”



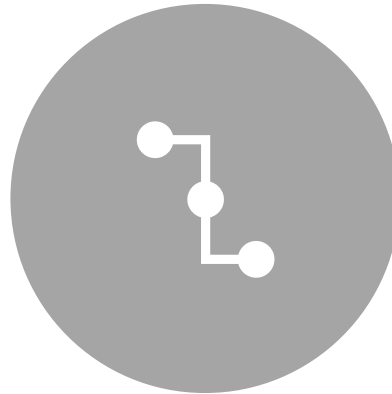


# Collecting Data to Tell the CSBG Story

# Collectively, as a Network, we must...



UNDERSTAND OUR  
MISSION



MEASURE THE  
CHANGE WE CREATE



TELL THE STORY OF  
COMMUNITY ACTION



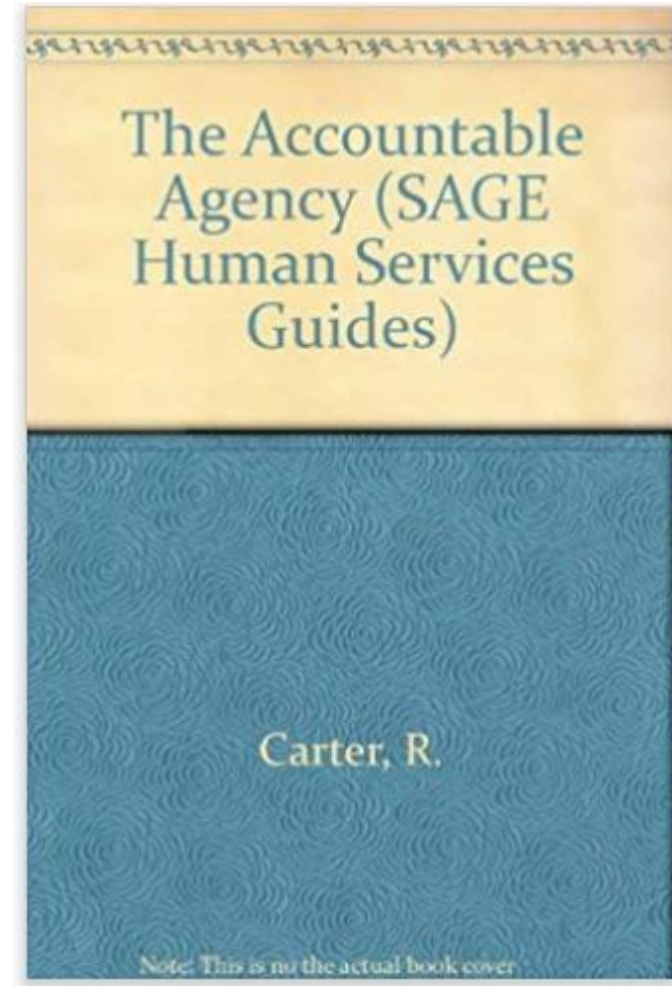
A photograph of a railroad track with a text overlay. The track is made of steel rails and wooden ties, set on a bed of gravel. It curves gently to the right in the distance. The track is flanked by tall grass and trees. A dark grey rectangular box with white text is superimposed over the upper middle part of the image.

**How do you know if your agency is on track?**



# Do you know?

- How many are you serving?
- Who are they?
- What services do they get?
- What happens to them?
- What does it cost?

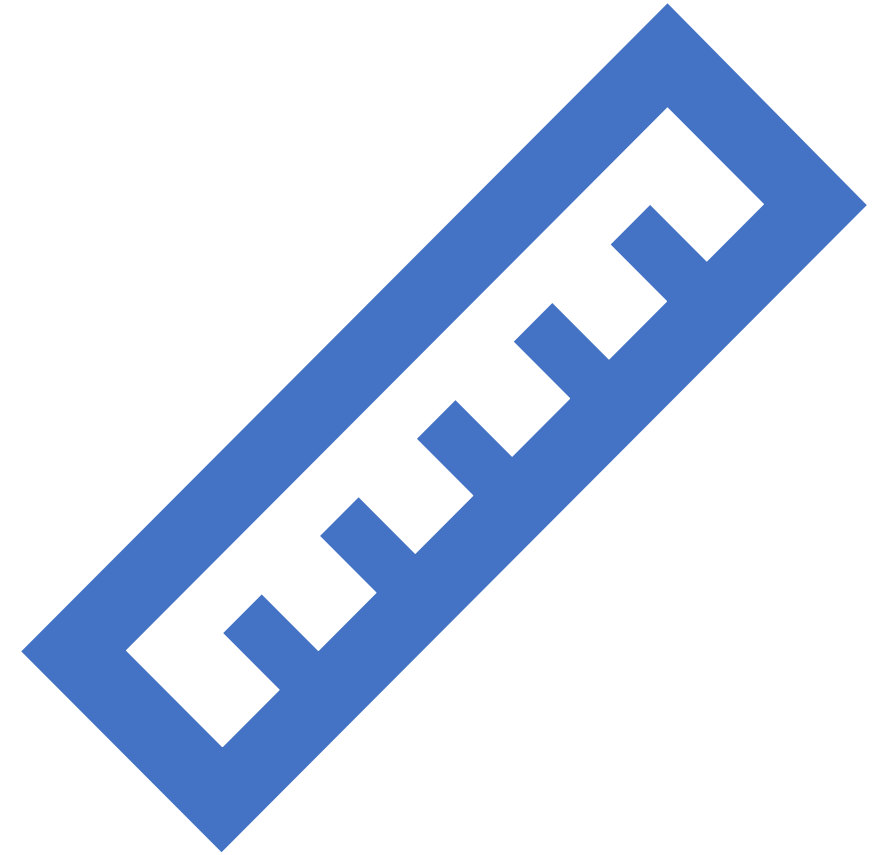


Adapted from The Accountable Agency, Reginald Carter, Sage Human Services Guide 34, 1983.

# Collecting Data

- “What we measure and how we measure it determines what will be considered relevant and thereby determines not just what we see but what we –and others—do.”

Peter F. Drucker-The Drucker Foundation Self-Assessment Tool, 1999



# What is data? What is information?

Data are facts that are observed, measured, collected and aggregated.

Data only becomes information for decision making once it has been analyzed in some fashion.

Knowledge is derived from the information and interaction with experience with a topic.

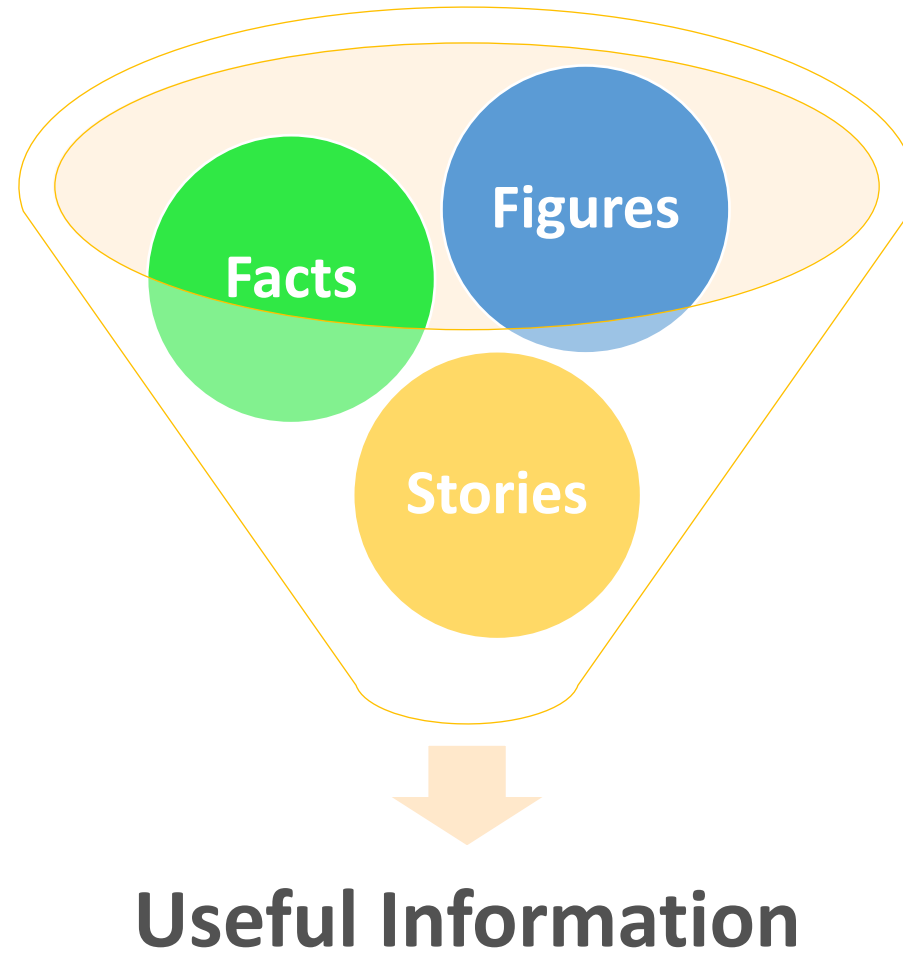




## For Example

- Data: 29,029 feet, location, climate, terrain.
- Information: The combination of data elements to understand the conditions on the mountain.
- Knowledge: Understanding how the information is related to the task of climbing and survival of the climber.

# Analysis of Raw Data



## Standard 4.3:

- The organization's Community Action plan and strategic plan **document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle** or comparable system (assessment, planning, implementation, achievement of results, and evaluation).



# Compare

Program data from  
year to year

- Quantity of service,  
outcome, cost of program

Your program with  
national trends

Target and actual

Compare with Needs  
Assessment

Differences within  
groups or between  
groups

Comparing with other  
providers

Comparing data from  
another program

# Sources of Data in Your Organization



Annual Report  
Data



Needs  
Assessment Data



Customer  
Satisfaction Data



Financial Data



HR Data



Program Data  
(HUD, Head Start,  
TANF, LIHEAP)



Organizational  
Standards  
Assessment



# Asking the right questions

- Did we do what we thought we would do?
- Did we serve the population we thought we would serve?
- Did we make an impact on the identified needs?
- Can we tell what services (or set of services) produced the best opportunity for results?
- Are some populations achieving outcomes at different rates than others?
- Did we recruit and enroll sufficient numbers to allow us to achieve our target outcomes?
- Do we need additional resources?
- Was there something unexpected that influenced the outcomes?



# Data Quality is Important

You need to have the right data and that data needs to be trusted otherwise it won't be used or considered.



Complete



Accurate



Timely



Reliable

# How am I supposed to review this data?

- Module by Module for completeness and accuracy
- Use the color coding and errors and warnings in the SmartForms
- Use NASCSP's checklists
- Go beyond what the SmartForm tells you
  - Compare services to outcomes
  - Outcomes and services to demographics
  - Reported demographics to Census data
    - Total number of people who live in poverty to who was served
    - Total number of people who live in the service area to who was served

## Modules 2 & 4 Review Checklist

For the new CSBG Annual Report this is a **baseline year**, however, it is our responsibility to ensure what we are reporting is **correct and accurate**. State Offices should assess the **completeness** and **reasonableness** of the data to ensure accuracy. This is a checklist of thing to consider while reviewing the data. We understand that this may not be exhaustive, but it is a place to start. We also understand that we are working on an accelerated timeline for reporting where not all these questions may be able to be answered, as such we've organized this document for two phases of review: *basic* and *more in depth*.

### Completeness of data:

- ☐ Did the agency complete the forms (Module 2 & Module 4)?
- ☐ Are local CSBG expenditures reported (Module 2, Section A)?
- ☐ Is the local agency capacity form completed (Module 2, Section B)?
- ☐ Are the local CSBG resources reported (Module 2, Section C)?
- ☐ Are any FNPIs reported (Module 4, Section A)?
- ☐ Are any services reported (Module 4, Section B)?
- ☐ Is the demographics form completed (Module 4, Section C)?

### Reasonableness of the data:

#### Module 2:

##### Section A (Local CSBG Expenditures):

- ☐ Has a reporting period been selected in A.1?
- ☐ Any significant changes from the previous year?
- ☐ Are all expenditures reported in Section A only in one domain?
- ☐ Is there a significant increase or decrease in previous year total (A.2k.)?
- ☐ Does A.3 (administration) exceed 20% of total?
- ☐ If there is an amount in A.2i (agency capacity building) is A.4 completed?
- ☐ In A.4, if other is selected, is A.4.1.oth completed?
- ☐ Any outstanding Error and Warning messages that need follow-up with the state?

##### Section B (Local Agency Capacity):

- ☐ Any significant changes from the previous year?
- ☐ If there is data in B.4g (Home Energy Professionals), is outcome data reported in FNPI 4g.1-4. or 4h (weatherization outcome indicators)?
- ☐ Any outstanding Error and Warning messages that need follow-up with the state?

##### Section C (Local CSBG Resources):

- ☐ Has C.2 (CSBG allocation), significantly increased or decreased from the previous year?
- ☐ Are there significant changes in any one funding source?
- ☐ If funds were entered for the "Other" (C.3b.12., C.3l., C.4n.) were proper names provided and where CFDA #'s (for C.3b.12 and C.3l.) included?
- ☐ Any outstanding Error and Warning messages that need follow-up with the state?

#### Module 4:

##### Section A (FNPIs):

- ☐ Do the indicators have targets?
- ☐ Are column IV or V percentages within 80%-120%?
- ☐ Are more people reported to have obtained any specific outcome in the FNPIs than total people served in the demographics?
- ☐ If the indicators that are specific to seniors have data, are seniors reported in the Demographics? What about for youth reported in youth indicators?
- ☐ How are the services numbers related to the indicators?
  - ☐ Are the numbers reported in services somewhat similar to what might be showing in # served in the Employment NPIs?
    - If they are way off, it could warrant a question to the agency.
- ☐ If data is in an "Other" Indicator, is an indicator listed?
- ☐ Is Column III larger than Column I for a given row?

##### Employment:

- ☐ Are FNPI 1h.1 – 1h.3 subsets of FNPI 1h?
- ☐ Is there a definition of living wage?

##### Income:

# How to be Error Free?

Modules 2 and 4 Errors and Warnings			
Module	Data Field	Level	Error/Warning Message Description
Section A. Local CSBG Expen	A.2b. CSBG Expenditures Domains - Education and Cognitive Development	Warning	The value entered for the current year is either more than double or less than half of the value reported last year.
Section A. Local CSBG Expen	A.2f. CSBG Expenditures Domains - Civic Engagement and Community Involvement	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section A. Local CSBG Expen	A.2h. CSBG Expenditures Domains - Linkages	Warning	The value entered for the current year is either more than double or less than half of the value reported last year.
Section C. Local CSBG Resources	C.3c.2. Federal Resources Allocated - USDA - Non-Food Programs	Warning	The value entered for the current year is either more than double or less than half of the value reported last year.
Section C. Local CSBG Resources	C.3e.2. Federal Resources Allocated - DOL - Employment and Training Programs	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Section C. Local CSBG Resources	C.4d. State Resources Allocated - Early Childhood Programs	Warning	The value entered for the current year is greater than \$0.00, while last year, the value reported here was \$0.00.
Education NPIs	FNPI 2c.3 9th grade-12th grade	Warning	Please verify that the target number is zero.
Education NPIs	FNPI 2d.2 1st grade-8th grade	Warning	Please verify that the target number is zero.
Education NPIs	FNPI 2d.3 9th grade-12th grade	Warning	Please verify that the target number is zero.
Education NPIs	FNPI 2i The number of individuals who obtained an Associate's degree.	Warning	Please verify that none of the participants served achieved an outcome.
Education NPIs	FNPI 2j The number of individuals who obtained a Bachelor's degree.	Warning	Please verify that none of the participants served achieved an outcome.
Education NPIs	FNPI 2z.1	Warning	Please verify that none of the participants served achieved an outcome.
Education NPIs	FNPI 2z.1	Warning	Please verify that the target number is zero.
Income NPIs	FNPI 3z.1	Warning	Please verify that the target number is zero.
Income NPIs	FNPI 3z.2	Warning	Please verify that the target number is zero.
Health NPIs	FNPI 5f The number of seniors (65+) who maintained an independent living situation.	Warning	Please verify that the target number is zero.
ALL Characteristics	M4CC5aHealthDisableUnk	ERROR	M4CC5aHealthDisableUnk cannot be greater than the total number of unduplicated individuals reported in Item A.
ALL Characteristics	D9a	ERROR	The total Single Person households reported (D.9a) has to equal Single Persons in Household Size (D.10a).



# Comments

Please provide comments on any errors and warnings that exist in the data in the SmartForms that will be submitted to OCS. Thank you for your work on this submission of the CSBG Annual Report!						
State ▾	Agency ▾	Module ▾	Section ▾	Data Point ▾	Message Description ▾	Justification ▾

- Review the Error and Warnings tab
- Verify all data points
- Address Outstanding Errors and Warnings in the Comments template and submit to your State Office along with your SmartForms
  - You can just state you have verified the data point and confirmed it is correct.



# CSBG Eligible Entity Expenditures, Capacity, and Resources

## Module 2

## A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

<b>A.3 Of the CSBG funds reported above, report the total amount used for Administration*.</b>	
--	--

[\\*for more information on what qualifies as Administration, refer to IM37](#)

# Frequently Asked Questions – Module 2

## Question

- Do we report what was actually spent or what was allocated in Section A?

### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> ( <i>includes nutrition</i> )	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> ( <i>e.g. partnerships that support multiple domains</i> )	
A.2i. <b>Agency Capacity Building</b> ( <i>detailed below in Table A.4</i> )	
A.2j. <b>Other</b> ( <i>e.g. emergency management/disaster relief</i> )	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

A.3 Of the CSBG funds reported above, report the total amount used for Administration\*.

NASCSF | CSBG Annual Report Training | Virginia

[\\*for more information on what qualifies as Administration, refer to IM37](#)



# Frequently Asked Questions – Module 2

## Answer:

Report what was expended during the reporting period.  
This may include carryover funds from the previous reporting period.

**M2, page 3**

# Frequently Asked Questions – Module 2

## Question

- Should A.2k equal the total CSBG allocation?

A.2 CSBG Expenditures:	
CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>
A.3 <b>Of the CSBG funds reported above, report the total amount used for Administration*.</b>	

[\\*for more information on what qualifies as Administration, refer to IM37](#)

# Frequently Asked Questions – Module 2

## Answer:

The actual expenditures may not equal the actual allocation for the reporting period. A.2k may include carryover funds from previous year, and should not include funds that are being carried over into the following fiscal year.

**M2, page 3**

# Frequently Asked Questions – Module 2

## Question:

- Do we only report funds expended on direct program services?
- What about salaries and rental costs?
- What if I have an indirect cost rate?

A.2 CSBG Expenditures:	
CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>
A.3 <b>Of the CSBG funds reported above, report the total amount used for Administration*.</b>	
<a href="#">*for more information on what qualifies as Administration, refer to IM37</a>	



# Frequently Asked Questions – Module 2

## Answer:

Any CSBG funds spent on direct services, salaries, or overhead costs should be reported in the appropriate domain.

Indirect rates should be reported in Agency Capacity Building (A.2i).

# Frequently Asked Questions – Module 2

## Question:

- If we spend staff time participating in community events, would those funds be reported as civic engagement and community involvement?

### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

A.3 Of the CSBG funds reported above, report the total amount used for Administration\*.

NASCSBP | CSBG Annual Report Training | Virginia

[\\*for more information on what qualifies as Administration, refer to IM37](#)

# Frequently Asked Questions – Module 2

## Answer:

It depends. Again, the appropriate domain to report this information is based on the primary outcome.

For example:

A job fair could be reported in Employment if the primary outcome is to obtain jobs;

A resource fair could be reported in Linkages if the primary outcome is to create linkages between different resources;

A leadership event could be reported in Civic Engagement if the primary outcome is to involve low-income people in community-based decision making.

# Frequently Asked Questions – Module 2

## Question:

- Would money and time spent at annual conferences be reported in linkages or agency capacity building?

### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> ( <i>includes nutrition</i> )	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> ( <i>e.g. partnerships that support multiple domains</i> )	
A.2i. <b>Agency Capacity Building</b> ( <i>detailed below in Table A.4</i> )	
A.2j. <b>Other</b> ( <i>e.g. emergency management/disaster relief</i> )	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>

A.3 Of the CSBG funds reported above, report the total amount used for Administration\*.

\*for more information on what qualifies as Administration, refer to IM37



# Frequently Asked Questions – Module 2

## Answer:

Again, this depends on the main outcome for attendance at a particular conference.

A resource conference could be Linkages, but a NASCSP, CAP, or CAPLAW conference could be Capacity Building.

# Module 2 Considerations

## A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	\$ -
A.2b. <b>Education and Cognitive Development</b>	\$ -
A.2c. <b>Income, Infrastructure, and Asset Building</b>	\$ -
A.2d. <b>Housing</b>	\$ 176,974
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	\$ 822
A.2f. <b>Civic Engagement and Community Involvement</b>	\$ -
A.2g. <b>Services Supporting Multiple Domains</b>	\$ 220,574
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	\$ -
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	\$ 2,348
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	\$ -
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	\$ 400,718

A.3 Of the CSBG funds reported above, report the total amount used for Administration*.	\$ -
---	------

[\\*for more information on what qualifies as Administration, refer to IM37](#)

## A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity  
Section B. Please check all that apply.

**ERROR: You must select at least 1 checkbox since you reported funds in A.2i**

- ☐ Community Needs Assessment ☐ Data Management ☐ Other  
☐ Strategic Planning ☐ Training and Technical Assistance

A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:

Note: previous year's flag, that the majority of funding is in one domain, no admin, and funds in agency capacity, but no detail

## Module 2 - Review

### A.2 CSBG Expenditures:

CSBG Expenditures Domains	CSBG Funds
A.2a. Employment	\$5,897
A.2b. Education and Cognitive Development	\$15,234
A.2c. Income, Infrastructure, and Asset Building	\$17,085
A.2d. Housing	\$16,603
A.2e. Health and Social/Behavioral Development <i>(includes nutrition)</i>	\$4,789
A.2f. Civic Engagement and Community Involvement	\$5,488
A.2g. Services Supporting Multiple Domains	\$35,924
A.2h. Linkages <i>(e.g. partnerships that support multiple domains)</i>	\$17,733
A.2i. Agency Capacity Building <i>(detailed below in Table A.4)</i>	\$5,303
A.2j. Other <i>(e.g. emergency management/disaster relief)</i>	
A.2k. Total CSBG Expenditures (auto calculated)	\$124,056

### A.4 Details on Agency Capacity Building Activities Funded by CSBG:

A.4.1. Please identify which activities were funded by CSBG under Agency Capacity Section

Please check all that apply.

**ERROR: You must select at least 1 checkbox since you reported funds in A.2i**

- ☐ Community Needs Assessment   ☐ Data Management   ☐ Other  
☐ Strategic Planning   ☐ Training and Technical Assistance

A.4.1.oth. Please specify Other Activities funded by CSBG under Agency Capacity:

Please Include Additional Information Below:

# Module 2 Considerations

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
B.2a. Hours of Board Members in capacity building activities	100.00
B.2b. Hours of Agency Staff in capacity building activities	1,942.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Total number of volunteer hours donated to the agency	319.00
B.3a.1. Of the above, the total number of volunteer hours donated by individuals with low-incomes	319.00

B.2 Hours of Agency Capacity Building (e.g. training, planning, assessment):	Hours
a. Hours of Board Members in Trainings	26.00
b. Hours of Agency Staff in Trainings	1,230.00

B.3. Volunteer Hours of Agency Capacity Building (e.g. program support, service delivery, fundraising):	Hours
B.3a. Number of Voluntee hours donated to the agency	1,690.00
B.3a.1. Total number of volunteer hours donated by low-income individuals to community action	1,044.00

**Note:** previous year's flag, the two volunteer hour data points are exactly the same, would also want to check for missing data.



<b>B.4. The number of staff who hold certifications that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:</b>	<b>Number</b>
B.4a. Number of Nationally Certified ROMA Trainers	
B.4b. Number of Nationally Certified ROMA Implementers	
B.4c. Number of Certified Community Action Professionals (CCAP)	
B.4d. Number of Staff with a child development certification	
B.4e. Number of Staff with a family development certification	
B.4f. Number of Pathways Reviewers	
B.4g. Number of Staff with Home Energy Professional Certifications	
B.4g.1. Number of Energy Auditors	
B.4g.2. Number of Retrofit Installer Technicians	
B.4g.3. Number of Crew Leaders	
B.4g.4. Number of Quality Control Inspectors (QCI)	
B.4h. Number of LEED Risk Certified assessors	
B.4i. Number of Building Performance Institute (BPI) certified professionals	
B.4j. Number of Classroom Assessment Scoring System (CLASS) certified professionals	
B.4k. Number of Certified Housing Quality Standards (HQS) Inspectors	
B.4l. Number of American Institute of Certified Planners (AICP)	
B.4m. Other (Please specify others below):	

# Module 2 Considerations

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	13
B.5b. Faith Based	6
B.5c. Local Government	4
B.5d. State Government	0
B.5e. Federal Government	0
B.5f. For-Profit Business or Corporation	4
B.5g. Consortiums/Collaborations	0
B.5h. School Districts	1
B.5i. Institutions of Post-Secondary Education/Training	2
B.5j. Financial/Banking Institutions	0
B.5k. Health Service Organizations	2
B.5l. Statewide Associations or Collaborations	0

**Note:** previous year's flags, the state office and state association should at least be "one".

**At a minimum, the state CSBG office and state Community Action Association should be partner organizations**

# Frequently Asked Questions – Module 2

## Question:

- Are MOUs required for all partnerships reported in Module 2?

B.5. Number of organizations, both public and private, that the CSBG Eligible Entity actively works with to expand resources and opportunities in order to achieve family and community outcomes:	Unduplicated Number of Organizations
B.5a. Non-Profit	
B.5b. Faith Based	
B.5c. Local Government	
B.5d. State Government	
B.5e. Federal Government	
B.5f. For-Profit Business or Corporation	
B.5g. Consortia/Collaborations	
B.5h. School Districts	
B.5i. Institutions of Post-Secondary Education/Training	
B.5j. Financial/Banking Institutions	
B.5k. Health Service Organizations	
B.5l. Statewide Associations or Collaborations	

At a minimum, the state CSBG office and state Community Action Association should be partner organizations

# Frequently Asked Questions – Module 2

## Answer:

No, MOUs or any specific formal written agreement is not required to report a partnership in Module 2. There are a number of relationship types that can be reported in Module 2.

- Financial agreements
- Formal arrangements, like an MOU
- Informal working relationships that expand service opportunities for individuals/families with low-income
- Alliances that advocate for expanded services or community opportunities for people with low incomes.

# Module 2: Allocated Resources

## Module 2, Section C: Allocated Resources per CSBG Eligible Entity

**Section C: Allocated Resources per CSBG Eligible Entity** data entry form provides data on resources allocated to, and administered through, the CSBG Eligible Entity. This report provides valuable information on how CSBG leverages funds from multiple federal, state, local, and private sources as required in the CSBG Act. Section C characterizes the work of the network and places it within a realistic context.

All reported dollars should be allocated dollars. **Allocated dollars** are the amount that is available to each CSBG Eligible Entity during a twelve-month period. If a contract covers a three-year period, only report the amount allocated for the most current year of the contract.



www.shutterstock.com · 44311018

# Page 9



#### C.4. State Resources Allocated

C.4a.	State appropriated funds used for same purpose as Federal CSBG funds	C.4a.	
C.4b.	State Housing and Homeless programs ( <i>include housing tax credits</i> )	C.4b.	
C.4c.	State Nutrition programs	C.4c.	
C.4d.	State Early Childhood Programs ( <i>e.g. Head Start, Day Care</i> )	C.4d.	
C.4e.	State Energy programs	C.4e.	
C.4f.	State Health programs	C.4f.	
C.4g.	State Youth Development programs	C.4g.	
C.4h.	State Employment and Training programs	C.4h.	
C.4i.	State Senior programs	C.4i.	
C.4j.	State Transportation programs	C.4j.	
C.4k.	State Education programs	C.4k.	
C.4l.	State Community, Rural and Economic Development programs	C.4l.	
C.4m.	State Family Development programs	C.4m.	
C.4n.	<b>Other State Resources</b>		
C.4n.i.		C.4n.i.	
C.4n.ii.		C.4n.ii.	
C.4n.iii.		C.4n.iii.	
C.4n.iv.		C.4n.iv.	
<b>C.4o. Total Other State Resources (autocalculated)</b>		C.4o.	<b>\$ -</b>



# Questions?





## Module 4

The background features five stylized human figures of varying heights and colors: teal, orange, purple, dark purple, and green. They are arranged in a row, with the purple figure being the tallest and most central. The text is overlaid on the central figures.

# Individual and Family Level NPIs

## Module 4

# Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

## Employment Indicators

Name of CSBG Eligible Entity Reporting:

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto calculated)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.				#DIV/0!	#DIV/0!
FNPI 1b The number of unemployed <b>adults</b> who obtained employment <u>(up to a living wage)</u> .				#DIV/0!	#DIV/0!
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days <u>(up to a living wage)</u> .				#DIV/0!	#DIV/0!
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days <u>(up to a living wage)</u> .				#DIV/0!	#DIV/0!
FNPI 1e The number of unemployed <b>adults</b> who obtained employment <u>(with a living wage or higher)</u> .				#DIV/0!	#DIV/0!
FNPI 1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days <u>(with a living wage or higher)</u> .				#DIV/0!	#DIV/0!
FNPI 1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days <u>(with a living wage or higher)</u> .				#DIV/0!	#DIV/0!



# Frequently Asked Questions – Module 4

## Question

How should agencies define living wage?

# Frequently Asked Questions – Module 4

## Answer

### Living Wage:

There is no single national “living wage.” Each state and/or local agency must define what constitutes a “living wage” in its service area. When reporting on indicators related to living wage, Community Action Agencies (CAAs) can provide their own definition, select from national or locally defined models, or work with their state to identify a shared definition. Count and report the number of program participants who are helped to reach or exceed local living wage thresholds. **CAAs must identify the living wage definition used in the General Comments section.**

The Massachusetts Institute of Technology has developed the [MIT Living Wage Calculator](#), a useful tool that estimates the living wage needed to support families using twelve unique family compositions. The MIT calculator’s market-based approach draws upon geographically-specific expenditure data related to a family’s likely minimum food, child care, health insurance, housing, transportation, and other basic necessities (e.g., clothing, personal care items, etc.) costs. The living wage draws on these cost elements and the rough effects of income and payroll taxes to determine the minimum employment earnings necessary to meet a family’s basic needs while also maintaining self-sufficiency.

Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto
FNPI 2a The number of <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.				#DIV/0!	#DIV/0!
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.				#DIV/0!	#DIV/0!
FNPI 2c The number of <b>children</b> and <b>youth</b> who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	0	0	#DIV/0!	#DIV/0!
FNPI 2c.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2c.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2c.3 9th grade-12th grade				#DIV/0!	#DIV/0!
FNPI 2d The number of <b>children</b> and <b>youth</b> who are achieving at basic grade level (academic, social, and other school success skills). (auto total)	0	0	0	#DIV/0!	#DIV/0!
FNPI 2d.1 Early Childhood Education (ages 0-5)				#DIV/0!	#DIV/0!
FNPI 2d.2 1st grade-8th grade				#DIV/0!	#DIV/0!
FNPI 2d.3 9th grade-12th grade				#DIV/0!	#DIV/0!
FNPI 2e The number of <b>parents/caregivers</b> who improved their home environments.				#DIV/0!	#DIV/0!
FNPI 2f The number of <b>adults</b> who demonstrated improved basic education.				#DIV/0!	#DIV/0!
FNPI 2g The number of <b>individuals</b> who obtained a high school diploma and/or obtained an equivalency certificate or				#DIV/0!	#DIV/0!
FNPI 2h The number of <b>individuals</b> who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.				#DIV/0!	#DIV/0!
FNPI 2i The number of <b>individuals</b> who obtained an Associate's degree.				#DIV/0!	#DIV/0!
FNPI 2j The number of <b>individuals</b> who obtained a Bachelor's degree.				#DIV/0!	#DIV/0!

# Module 4 Considerations

**Note:** some of these indicators are specific to children 0-5, compare the number served and obtaining outcome to the services and demographics.

Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)	NPI Entry Status
FNPI 2a The number of <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.	0	50	5000	#DIV/0!	10000%	Row Incomplete
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.	0	50	4783	#DIV/0!	9566%	Row Incomplete
FNPI 2c The number of <b>children</b> and <b>youth</b> who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	0	50	4394	#DIV/0!	8788%	
FNPI 2c.1 Early Childhood Education (ages 0-5)	0	50	4394	#DIV/0!	8788%	Row Incomplete
FNPI 2c.2 1st grade-8th grade	0	0	0	#DIV/0!	#DIV/0!	
FNPI 2c.3 9th grade-12th grade	0	0	0	#DIV/0!	#DIV/0!	

# Module 4 Considerations

Education and Cognitive Development Services (SRV 2)	Unduplicated Number of Individuals Served
<b>Child/Young Adult Education Programs (SRV 2a-j)</b>	
SRV 2a Early Head Start	0
SRV 2b Head Start	0
SRV 2c Other Early-Childhood (0-5 yr. old) Education	0
SRV 2d K-12 Education	0
SRV 2e K-12 Support Services	0
SRV 2f Financial Literacy Education	0
SRV 2g Literacy/English Language Education	0
SRV 2h College-Readiness Preparation/Support	0
SRV 2i Other Post Secondary Preparation	0
SRV 2j Other Post Secondary Support	0

2. Age	Number of Individuals
a. 0-5	597
b. 6-13	847
c. 14-17	625
d. 18-24	640
e. 25-44	1603
f. 45-54	824
g. 55-59	910
h. 60-64	446
i. 65-74	273
j. 75+	124
k. Unknown/not reported	0
<b>l. TOTAL (auto calculated)</b>	<b>6889</b>

**Note:** the FNPIs showed 5,000 children 0-5 in Head Start indicators, but we aren't seeing Head Start services and very few children 0-5 in the demographics.



Income and Asset Building (FNPI 3)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto)
FNPI 3a The number of individuals who achieved and maintained capacity to meet basic needs for <u>90 days</u> .				#DIV/0!	#DIV/0!
FNPI 3b The number of individuals who achieved and maintained capacity to meet basic needs for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 3c The number of individuals who opened a <u>savings account or IDA</u> .				#DIV/0!	#DIV/0!
FNPI 3d The number of individuals who <u>increased their savings</u> .				#DIV/0!	#DIV/0!
FNPI 3e The number of individuals who used their savings to <u>purchase an asset</u> .				#DIV/0!	#DIV/0!
FNPI 3e.1 Of the above, the number of individuals who <u>purchased a home</u> .				#DIV/0!	#DIV/0!
FNPI 3f The number of individuals who <u>improved their credit scores</u> .				#DIV/0!	#DIV/0!
FNPI 3g The number of individuals who <u>increased their net worth</u> .				#DIV/0!	#DIV/0!
FNPI 3h The number of individuals engaged with the Community Action Agency who report <u>improved financial well-being</u> .				#DIV/0!	#DIV/0!

Housing (FNPI 4)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto
FNPI 4a The number of households experiencing homelessness who obtained <u>safe temporary shelter</u> .				#DIV/0!	#DIV/0!
FNPI 4b The number of households who obtained <u>safe and affordable housing</u> .				#DIV/0!	#DIV/0!
FNPI 4c The number of households who maintained safe and affordable housing for <u>90 days</u> .				#DIV/0!	#DIV/0!
FNPI 4d The number of households who maintained safe and affordable housing for <u>180 days</u> .				#DIV/0!	#DIV/0!
FNPI 4e The number of households who <u>avoided eviction</u> .				#DIV/0!	#DIV/0!
FNPI 4f The number of households who <u>avoided foreclosure</u> .				#DIV/0!	#DIV/0!
FNPI 4g The number of households who <u>experienced improved health and safety</u> due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc).				#DIV/0!	#DIV/0!
FNPI 4h The number of households with <u>improved energy efficiency and/or energy burden reduction</u> in their homes.				#DIV/0!	#DIV/0!

# Frequently Asked Questions – Module 4

## Question:

Do we count all the individuals in a household or only the individual receiving the service or achieving the outcome?

Housing (FNPI 4)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 4a The number of individuals experiencing homelessness who obtained <b>safe temporary shelter</b> .				#DIV/0!	#DIV/0!
FNPI 4b The number of individuals who obtained <b>safe and affordable housing</b> .				#DIV/0!	#DIV/0!
FNPI 4c The number of individuals who maintained safe and affordable housing for <b>90 days</b> .				#DIV/0!	#DIV/0!
FNPI 4d The number of individuals who maintained safe and affordable housing for <b>180 days</b> .				#DIV/0!	#DIV/0!

# Frequently Asked Questions – Module 4 Answer

It depends. Where everybody in the household is benefitting directly, you may count every single person. Where members of the household are benefitting indirectly, you should count only the one person receiving the service or achieving the outcome.

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V] (% auto
FNPI 5a The number of individuals who demonstrated <u>increased nutrition skills</u> (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
FNPI 5b The number of individuals who demonstrated <u>improved physical health</u> and well-being.				#DIV/0!	#DIV/0!
FNPI 5c The number of individuals who demonstrated <u>improved mental and behavioral health and well-being</u> .				#DIV/0!	#DIV/0!
FNPI 5d The number of individuals who <u>improved skills</u> related to the adult role of parents/ caregivers.				#DIV/0!	#DIV/0!
FNPI 5e The number of parents/caregivers who <u>demonstrated increased sensitivity and responsiveness</u> in their interactions with their				#DIV/0!	#DIV/0!
FNPI 5f The number of <u>seniors (65+)</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5g The number of <u>individuals with disabilities</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5h The number of <u>individuals with chronic illness</u> who maintained an independent living situation.				#DIV/0!	#DIV/0!
FNPI 5i The number of individuals with <u>no recidivating event</u> for six months.	0	0	0	#DIV/0!	#DIV/0!
FNPI 5i.1 Youth (ages 14-17)				#DIV/0!	#DIV/0!
FNPI 5i.2 Adults (ages 18+)				#DIV/0!	#DIV/0!



# Frequently Asked Questions – Module 4

## Question

Is FNPI 5b a valid NPI for food distribution?

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 5a The number of individuals who demonstrated <b>increased nutrition skills</b> (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
FNPI 5b The number of individuals who demonstrated <b>improved physical health</b> and well-being.				#DIV/0!	#DIV/0!

# Frequently Asked Questions – Module 4

## Answer:

Any FNPI can be valid – if you measure it. But not every service needs an NPI either. If you are not measuring an outcome, do not report outcomes for the sake of reporting outcomes.

Health and Social/Behavioral Development (FNPI 5)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV ] (% auto calculated)	V.) Performance Target Accuracy (III/II = V) (% auto calculated)
FNPI 5a The number of individuals who demonstrated <b>increased nutrition skills</b> (e.g. cooking, shopping, and growing food).				#DIV/0!	#DIV/0!
FNPI 5b The number of individuals who demonstrated <b>improved physical health</b> and well-being.				#DIV/0!	#DIV/0!

**Note:** FNPI 5b “improved physical health and well being” matches the number of food boxes in SRV 5jj and the seniors in FNPI 5f exceed those over 65 in the demographics.

	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/I = IV] (%) auto calculated	V.) Performance Target Accuracy (III/II = V) (%) auto calculated		
<b>Health and Social/Behavioral Development (FNPI 5)</b>						<b>2. Age</b>	
						a. 0-5	Number of Individuals
						b. 6-13	
						c. 14-17	
						d. 18-24	
						e. 25-44	
						f. 45-54	
						g. 55-59	
						h. 60-64	
						i. 65-74	
						j. 75+	
						k. Unknown/not reported	
						l. TOTAL (auto calculated)	
FNPI 5a The number of individuals who demonstrated <b>increased nutrition skills</b> (e.g. cooking, shopping, and growing food).	60	10	60	100%	600%		
FNPI 5b The number of individuals who demonstrated <b>improved physical health</b> and well-being.	469	469	469	100%	100%		
FNPI 5c The number of individuals who demonstrated <b>improved mental and behavioral health and well-being</b> .	1	0	1	100%	#DIV/0!		
FNPI 5d The number of individuals who <b>improved skills</b> related to the adult role of parents/ caregivers.	0	0	0	#DIV/0!	#DIV/0!		
FNPI 5e The number of parents/caregivers who <b>demonstrated increased sensitivity and responsiveness</b> in their interactions with their children.	4	2	4	100%	200%		
FNPI 5f The number of <b>seniors (65+)</b> who maintained an independent living situation.	605	500	450	74%		<b>Nutrition and Food/Meals (SRV 5ff-jj)</b>	
FNPI 5g The number of <b>individuals with disabilities</b> who maintained an independent living situation.	0	0	0	#DIV/0!		SRV 5ff Skills Classes (Gardening, Cooking, Nutrition)	81
FNPI 5h The number of <b>individuals with chronic illness</b> who maintained an independent living situation.	0	0	0	#DIV/0!		SRV 5gg Community Gardening Activities	0
FNPI 5i The number of individuals with <b>no recidivating event</b> for six months.	0	0	0	#DIV/0!		SRV 5hh Incentives (e.g. gift card for food preparation, rewards for participation, etc.)	0
FNPI 5i.1 Youth (ages 14-17)	0	0	0	#DIV/0!		SRV 5ii Prepared Meals	0
FNPI 5i.2 Adults (ages 18+)	0	0	0	#DIV/0!		SRV 5jj Food Distribution (Food Bags/Boxes, Food Share Program, Bags of Groceries)	469

Civic Engagement and Community Involvement Indicators (FNPI 6)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V) (%) auto
FNPI 6a The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				#DIV/0!	#DIV/0!
FNPI 6a.1 Of the above, the number of Community Action program participants who <u>improved their leadership skills.</u>				#DIV/0!	#DIV/0!
FNPI 6a.2 Of the above, the number of Community Action program participants who <u>improved their social networks.</u>				#DIV/0!	#DIV/0!
FNPI 6a.3 Of the above, the number of Community Action program participants who gained other skills, knowledge and abilities to <u>enhance their ability to engage.</u>				#DIV/0!	#DIV/0!



# Unduplicated Counts



## Unduplicated Count

An actual count of individuals, families, households, or otherwise identified units whereby each individual, family, household or other unit is only counted one time. For example, if a person enters an agency and receives seven different services, an unduplicated count would record one person, not seven services. In order to obtain unduplicated counts of individuals, an agency will need to have a system to distinguish each individual.

*Related Modules:* Module 3, Module 4

*Also See:* Outcomes Across Multiple Domains

Version 1: 1/10/19

CSBG Annual Report Lexicon

53

# Unduplicated Counts



Check to ensure each FNPI, SRV, and the All Characteristics is an unduplicated count.



The totals in the All Characteristics should be compared to the agency's population and the population of who is in poverty in that community.



The number is likely duplicated if the total served in the All Characteristics exceeds the total population in poverty or the total population.

## Module 4, Section A: Individual and Family National Performance Indicators (FNPIs) - Data Entry Form

### Goal 1: Individuals and Families with low incomes are stable and achieve economic security.

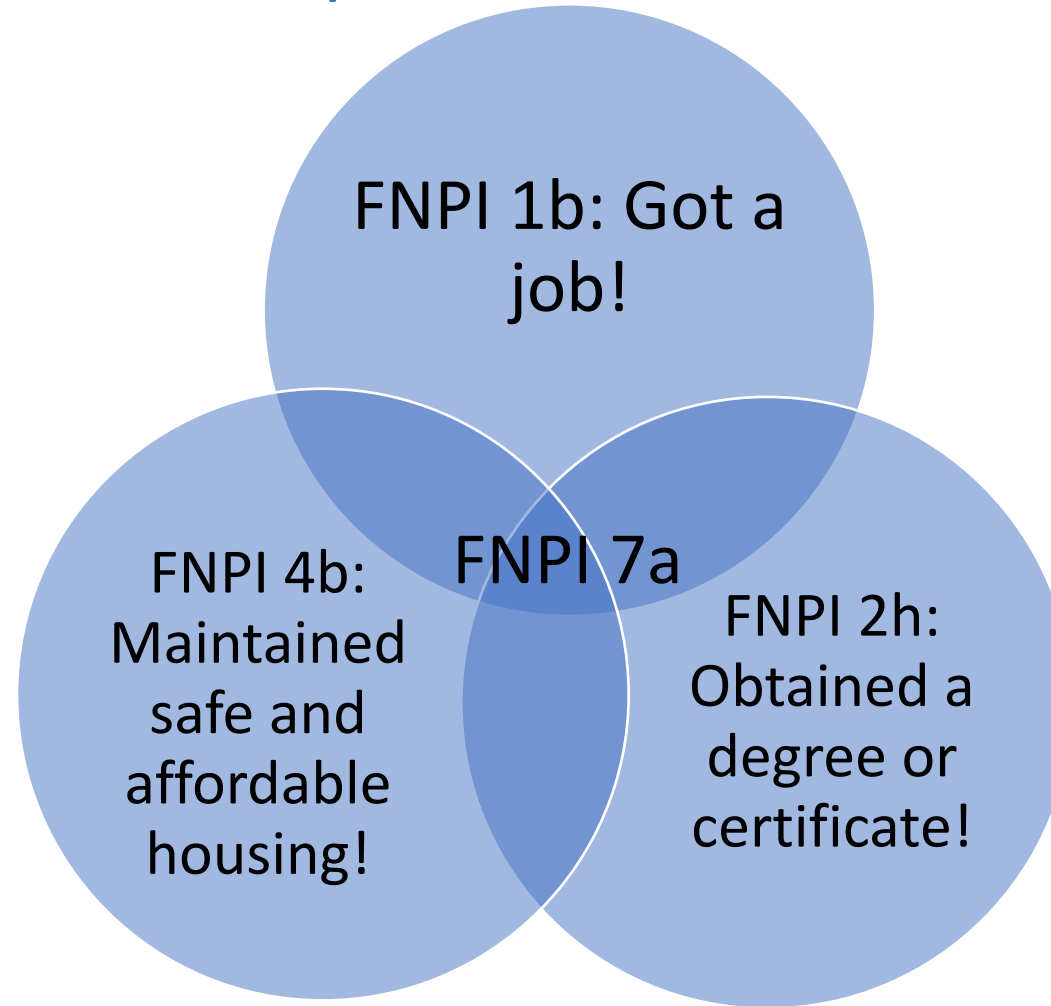
#### Outcomes Achieved Across One or More Domains

Outcomes Achieved Across One or More Domains (FNPI 7)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)	NPI Entry Status
FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.						

Other Outcome Indicator (FNPI 7z)	I.) Number of Individuals Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)	NPI Entry Status
FNPI 7z.1						

# FNPI 7a: How to Report

The customer....



The customer is reported in each FNPI **AND** reported once in FNPI 7a.

# FNPI 7a: How to Report

The customer is also reported in FNPI 7a if they only obtained one of any of these indicators:

**FNPI 4b:**  
Maintained  
safe and  
affordable  
housing!

OR

**FNPI 2h:**  
Obtained a  
degree or  
certificate!

OR

**FNPI 1b: Got a  
job!**

**Note:** The unduplicated count of individuals should at least be as high as the highest number reported for an NPI.

Education and Cognitive Development (FNPI 2)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)	NPI Entry Status
FNPI 2a The number of <b>children</b> (0 to 5) who demonstrated improved emergent literacy skills.	972	518	972	100%	188%	
FNPI 2b The number of <b>children</b> (0 to 5) who demonstrated skills for school readiness.	1375	1025	1229	89%	120%	
FNPI 2c The number of <b>children</b> and <b>youth</b> who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).	972	518	972	100%	188%	
FNPI 2c.1 Early Childhood Education (ages 0-5)	972	518	972	100%	188%	

Outcomes Across Multiple Domains (FNPI 7)	I.) Number of Participants Served in program(s) (#)	II.) Target (#)	III.) Actual Results (#)	IV.) Percentage Achieving Outcome [III/ I = IV ] (%) auto calculated)	V.) Performance Target Accuracy (III/II = V] (%) auto calculated)	NPI Entry Status
FNPI 7a The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.	345	90	342	99%	380%	





# Individual and Family Level Services

**Goal 1: Individuals and Families with low-incomes are  
stable and achieve economic security.**

**Employment Services**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
SRV 1a Vocational Training	
SRV 1b On-the-Job and other Work Experience	
SRV 1c Youth Summer Work Placements	
SRV 1d Apprenticeship/Internship	
SRV 1e Self-Employment Skills Training	
SRV 1f Job Readiness Training	
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	
SRV 1h Coaching	
<b>Job Search (SRV 1i-n)</b>	
SRV 1i Coaching	
SRV 1j Resume Development	
SRV 1k Interview Skills Training	
SRV 1l Job Referrals	
SRV 1m Job Placements	
SRV 1n Pre-employment physicals, background checks, etc.	
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	
SRV 1p Interactions with employers	
<b>Employment Supplies (SRV 1q)</b>	
SRV 1q Employment Supplies	

## **Module 4, Section B: Individual and Family Services - Data Entry Form**

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

### **Civic Engagement and Community Involvement**

**Name of CSBG Eligible Entity Reporting:** \_\_\_\_\_

<b>Civic Engagement and Community Involvement Services (SRV 6a-f)</b>	<b>Unduplicated Number of Individuals Served</b>
SRV 6a Voter Education and Access	
SRV 6b Leadership Training	
SRV 6c Tri-partite Board Membership	
SRV 6d Citizenship Classes	
SRV 6e Getting Ahead Classes	
SRV 6f Volunteer Training	

## **Module 4, Section B: Individual and Family Services - Data Entry Form**

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

### **Services Supporting Multiple Domains**

Name of CSBG Eligible Entity Reporting: \_\_\_\_\_

Services Supporting Multiple Domains (SRV 7)	Unduplicated Number of Individuals Served
<b>Case Management (SRV 7a)</b>	
SRV 7a Case Management	
<b>Eligibility Determinations (SRV 7b)</b>	
SRV 7b Eligibility Determinations	
<b>Referrals (SRV 7c)</b>	
SRV 7c Referrals	
<b>Transportation Services (SRV 7d)</b>	
SRV 7d Transportation Services (e.g. bus passes, bus transport, support for auto purchase or repair; including emergency services)	
<b>Childcare (SRV 7e-f)</b>	
SRV 7e Child Care subsidies	
SRV 7f Child Care payments	
<b>Eldercare (SRV 7g)</b>	
SRV 7g Day Centers	



# Frequently Asked Questions – Module 4

## Question

What is the relationship between "Services Supporting Multiple Domains" in the expenditure categories (Module 2, Section A) and the services (Module 4, Section B) - and between FNPI 7a?

A.2 CSBG Expenditures:	
CSBG Expenditures Domains	CSBG Funds
A.2a. <b>Employment</b>	
A.2b. <b>Education and Cognitive Development</b>	
A.2c. <b>Income, Infrastructure, and Asset Building</b>	
A.2d. <b>Housing</b>	
A.2e. <b>Health and Social/Behavioral Development</b> <i>(includes nutrition)</i>	
A.2f. <b>Civic Engagement and Community Involvement</b>	
A.2g. <b>Services Supporting Multiple Domains</b>	
A.2h. <b>Linkages</b> <i>(e.g. partnerships that support multiple domains)</i>	
A.2i. <b>Agency Capacity Building</b> <i>(detailed below in Table A.4)</i>	
A.2j. <b>Other</b> <i>(e.g. emergency management/disaster relief)</i>	
A.2k. <b>Total CSBG Expenditures (auto calculated)</b>	<b>\$0</b>
A.3 <b>Of the CSBG funds reported above, report the total amount used for Administration*.</b>	
<a href="#">*for more information on what qualifies as Administration, refer to IM37.</a>	



# Frequently Asked Questions – Module 4

## Answer:

There is no relationship.

Services Supporting Multiple Domains are services that can support any of the main domains, such as case management and referrals. FNPI 7a is NOT where you report the number of people who received these services. FNPI 7a is where you report the total number of people at the agency who achieved any outcome.

FNPI 7a The number of individuals who achieved one or more outcomes in the identified National Performance Indicators in one or more domains.
---

# Module 4 Considerations

**Note:** what is the relationship between participants served and services?

Employment (FNPI 1)	I.) Number of Participants Served in program(s) (#)
FNPI 1a The number of unemployed <b>youth</b> who obtained employment to gain skills or income.	9
FNPI 1b The number of unemployed <b>adults</b> who obtained employment ( <u>up to a living wage</u> ).	118
FNPI 1c The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <u>up to a living wage</u> ).	103
FNPI 1d The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days	48
FNPI 1e The number of unemployed <b>adults</b> who obtained employment ( <u>with a living wage or higher</u> ).	86
FNPI 1f The number of unemployed <b>adults</b> who obtained and maintained employment for at least 90 days ( <u>with a living wage or higher</u> ).	97
FNPI 1g The number of unemployed <b>adults</b> who obtained and maintained employment for at least 180 days ( <u>with a living wage or higher</u> ).	98

Employment Services (SRV 1)	Unduplicated Number of Individuals Served
<b>Skills Training and Opportunities for Experience (SRV 1a-f)</b>	
SRV 1a Vocational Training	0
SRV 1b On-the-Job and other Work Experience	0
SRV 1c Youth Summer Work Placements	0
SRV 1d Apprenticeship/Internship	2
SRV 1e Self-Employment Skills Training	1
SRV 1f Job Readiness Training	0
<b>Career Counseling (SRV 1g-h)</b>	
SRV 1g Workshops	0
SRV 1h Coaching	0
<b>Job Search (SRV 1i-n)</b>	
SRV 1i Coaching	0
SRV 1j Resume Development	0
SRV 1k Interview Skills Training	0
SRV 1l Job Referrals	0
SRV 1m Job Placements	0
SRV 1n Pre-employment physicals, background checks, etc.	3
<b>Post Employment Supports (SRV 1o-p)</b>	
SRV 1o Coaching	0
SRV 1p Interactions with employers	0
<b>Employment Supplies (SRV 1q)</b>	
SRV 1q Employment Supplies	10

# Module 4- All Characteristics Report

NASCSP | CSBG Annual Report Training | Virginia

79



## DEMOGRAPHICS AND CHARACTERISTICS

- Goal is to be able to tell how many individual people are served
  - Unduplicated counts are expected
- All Characteristics Report
  - Added new categories



# Module 4 Considerations

## Note:

- All subtotals should add up to the totals in Item A or Item B.
- Military Status and Work Status should only add up to individuals age 18+

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

11,195

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

5164

### C. INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender	Number of Individuals
a. Male	4258
b. Female	6113
c. Other	822
d. Unknown/not reported	0
e. TOTAL (auto calculated)	11193

#### Section C.1 Status

ERROR: TOTAL COUNT SHOULD NOT BE LESS THAN THE TOTAL UNDUPLICATED NUMBER OF ALL INDIVIDUALS (ITEM A)

2. Age	Number of Individuals
a. 0-5	3496
b. 6-13	1783
c. 14-17	734
d. 18-24	666
e. 25-44	2105
f. 45-54	381
g. 55-59	185
h. 60-64	148
i. 65-74	284
j. 75+	168
k. Unknown/not reported	1245
l. TOTAL (auto calculated)	11195

#### Section C.2 Status

3. Education Levels	Number of Individuals
	[ages 14-24] [ages 25+]
a. Grades 0-8	4208 1071

6. Ethnicity/Race	Number of Individuals
a. Ethnicity	
a.1. Hispanic, Latino or Spanish Origins	3930
a.2. Not Hispanic, Latino or Spanish Origins	4147
a.3. Unknown/not reported	3118
a.4. TOTAL (auto calculated)	11195

#### Section C.6a Status

b. Race	
b.1. American Indian or Alaska Native	5
b.2. Asian	14
b.3. Black or African American	3198
b.4. Native Hawaiian and Other Pacific Islander	5
b.5. White	6122
b.6. Other	643
b.7. Multi-race (two or more of the above)	191
b.8. Unknown/not reported	1017
b.9. TOTAL (auto calculated)	11195

#### Section C.6b Status

7. Military Status	Number of Individuals
a. Veteran	26
b. Active Military	1
c. Unknown/not reported	11168
d. TOTAL (auto calculated)	11195



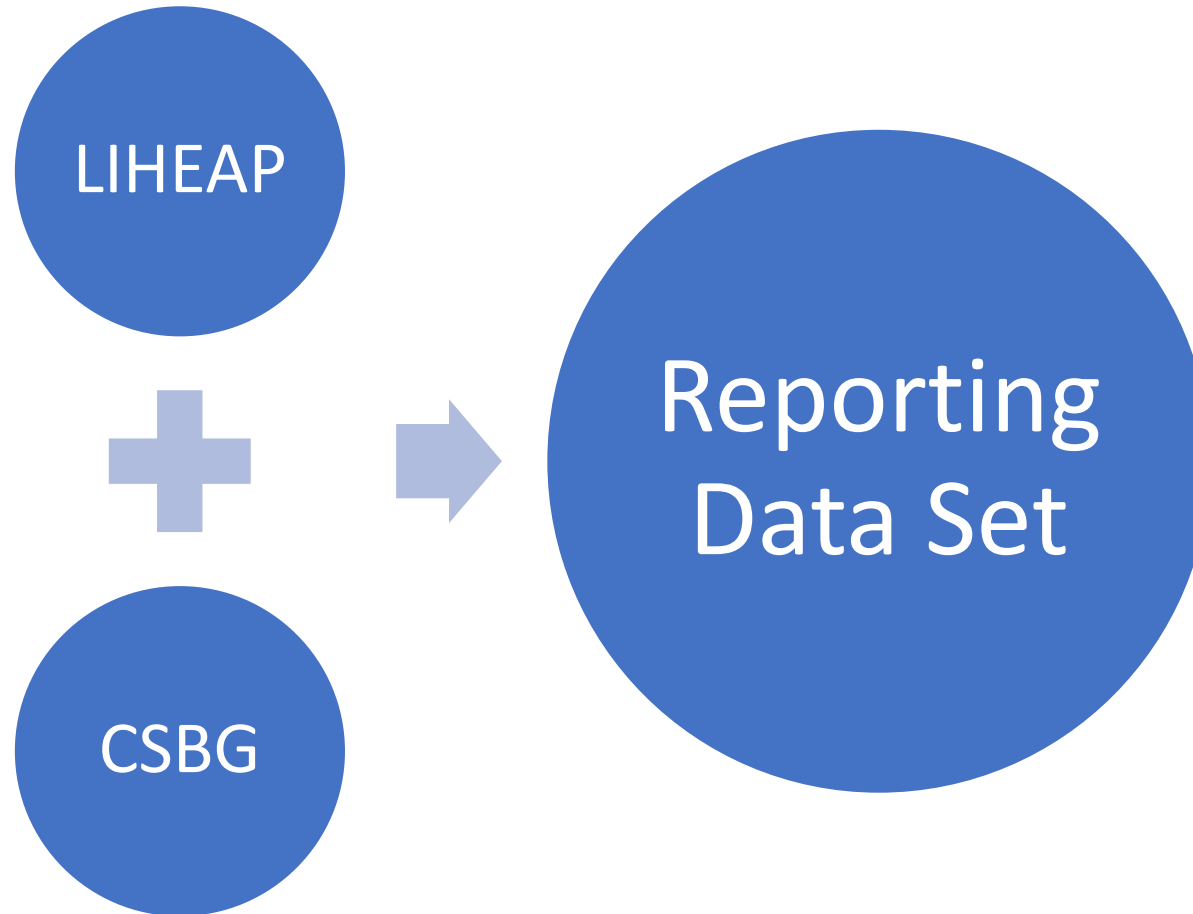
# When you can't integrate your data...

## E. Number of Individuals Who May or May Not be Included in the Totals Above *(due to data collection system integration barriers)*

a. Please list the unduplicated number of INDIVIDUALS served in each program\*:

Program Name	Number of Individuals

# What does this mean?



If you can add your LIHEAP and CSBG data together and get an unduplicated count, then that is the data set you report in the All Characteristics.

When these two data sets cannot be added together, then you report say LIHEAP in Section E.

# Frequently Asked Questions – Module 4

## Question

- For the All Characteristics Report, are we reporting the demographics at the point that they became the agency's clients or at the point that we are submitting the report?

**Module 4, Section C: All Characteristics Report - Data Entry Form**

**Goal 1: Individuals and Families with low-incomes are stable and achieve economic security.**

Name of CSBG Eligible Entity Reporting:

A. Total unduplicated number of all INDIVIDUALS about whom one or more characteristics were obtained:

B. Total unduplicated number of all HOUSEHOLDS about whom one or more characteristics were obtained:

**C. INDIVIDUAL LEVEL CHARACTERISTICS**

1. Gender	Number of Individuals
a. Male	<input type="text"/>
b. Female	<input type="text"/>
c. Other	<input type="text"/>
d. Unknown/not reported	<input type="text"/>
e. TOTAL (auto calculated)	<input type="text" value="0"/>

2. Age	Number of Individuals
a. 0-5	<input type="text"/>
b. 6-13	<input type="text"/>
c. 14-17	<input type="text"/>
d. 18-24	<input type="text"/>
e. 25-44	<input type="text"/>
f. 45-54	<input type="text"/>
g. 55-59	<input type="text"/>
h. 60-64	<input type="text"/>
i. 65-74	<input type="text"/>
j. 75+	<input type="text"/>
k. Unknown/not reported	<input type="text"/>
l. TOTAL (auto calculated)	<input type="text" value="0"/>

6. Ethnicity/Race	Number of Individuals
<b>a. Ethnicity</b>	
a.1. Hispanic, Latino or Spanish Origins	<input type="text"/>
a.2. Not Hispanic, Latino or Spanish Origins	<input type="text"/>
a.3. Unknown/not reported	<input type="text"/>
a.4. TOTAL (auto calculated)	<input type="text" value="0"/>
<b>b. Race</b>	
b.1. American Indian or Alaska Native	<input type="text"/>
b.2. Asian	<input type="text"/>
b.3. Black or African American	<input type="text"/>
b.4. Native Hawaiian and Other Pacific Islander	<input type="text"/>
b.5. White	<input type="text"/>
b.6. Other	<input type="text"/>
b.7. Multi-race (two or more of the above)	<input type="text"/>
b.8. Unknown/not reported	<input type="text"/>
b.9. TOTAL (auto calculated)	<input type="text" value="0"/>

7. Military Status	Number of Individuals
a. Veteran	<input type="text"/>
b. Active Military	<input type="text"/>

# Frequently Asked Questions – Module 4

## Answer

The demographics should be based on the most accurate demographic at the time of submission.

# Takeaways

- The Annual Report is not the end, but rather the beginning – of a process of analysis and planning.
- In order to analyze data, you need to have good data.
- In order to have good data, it must be reviewed.
- When reviewing the data, your data should paint a picture that shows the relationship between money, services, outcomes, and people. These should all flow together and tell a consistent story.
  - The relationship between services and outcomes is key to conducting basic analysis to understand your programs better.

January 27<sup>th</sup>  
| 2:00

- What's Next?
  - Go back to your agency.
  - Review your Annual Report.
  - Evaluate the relationship between your services and outcomes.
    - What does it tell you?
    - How do you differentiate between a service and an outcome?
    - How do you know when an outcome has been accomplished?
    - Are the numbers for outcomes and services very similar? What does that mean?
      - What are the measurement tools you are using to show that an outcome has been reached for each of your NPIs?



An illustration featuring several stylized hands of various colors (white, grey, blue, green, red, yellow) raised against a bright yellow background. The hands are depicted in different poses, some with fingers spread, some with fingers curled, and some with different sleeve patterns like stripes or polka dots. The overall style is modern and graphic.

# Questions?